



### **Position Description**

#### **Summer Conservatory Technical Coordinator**

**Part-time, Seasonal, Non-Exempt position**

#### **Position Overview**

Under the direction of the Artistic Learning Programs Manager, the Tech Coordinator is responsible for the design, management and implementation of every technical aspect of producing four student productions at the Bruns Amphitheater including; sound, scenic, and stage management. The Technical Coordinator will identify supply needs and facilitate the sourcing and delivery of said materials to the Conservatory site, interfacing with Cal Shakes mainstage scene shop, costume shop, and properties shops personnel. The Technical Coordinator will work with the Conservatory Directors, Coordinators, and Instructional Aides to facilitate weekly production meetings, and oversee load-in, paper tech, dry tech, dress rehearsals and strike as needed.

As a member of the Cal Shakes staff, you'll receive complimentary tickets to our productions. You'll also have the opportunity to engage in company dialogues about the art we create and the communities we touch.

#### **Duties & Responsibilities**

- Work with Conservatory Coordinators to design and implement all technical aspects of multiple student productions at summer camp location, identify supply needs, and facilitate the gathering of materials.
- Coordinate all technical and design aspects of the productions between the Conservatory Coordinator and directors.
- Attend preliminary design/director meetings.
- Attend teaching artist/director orientation.
- Lead weekly production meetings between conservatory directors and Conservatory Coordinators.
- Space walk-throughs before the start of camp including load in of all camp materials and supplies in conjunction with Conservatory Coordinators and Instructional Aides.
- Attend preliminary meetings with Conservatory Coordinators as necessary.
- Oversee load-in, paper tech, dry tech, performances and strike.
- Work with directors and Assistant Instructors to create transition plans to be implemented between shows.
- Act as Prop master: responsible for acquiring, manufacturing, properly placing, and/or overseeing any props needed for a production.

#### **Qualifications**

You are an ideal candidate if you:

- Share with us a commitment to inclusion and equity
- Enjoy working in a diverse, creative, collaborative, and fast-paced environment
- Are self-motivated, responsible, and highly creative

# CAL SHAKES

CALIFORNIA SHAKESPEARE THEATER

- Have a working understanding of theatrical production including lights, sound, scenic and stage management.
- Have experience working with young people in an educational/theatrical setting.
- Have experience in project management.
- Have a valid driver's license.
- ability to manage multiple projects and personnel
- Have solid team playing skills and the ability to adapt
- Can think on your feet and problem-solve in a calm, professional manner.
- Exercise good judgment and give appropriate consideration to others when working
- Are comfortable working outside with an unpredictable climate

## **Special Environmental Factors**

- Position requires that you work at our outdoor Amphitheater in Orinda.
- At the Bruns Amphitheater: extended standing, walking on uneven ground (hills, gravel, and rocks), working outdoors with no effective protection from weather for extended periods of time.
- The Bruns Amphitheater is most accessible by car. It is preferable that the employee have access to and operate a car in order to work at the Amphitheater, but Cal Shakes may be able to accommodate alternatives.

## **Position Details**

- Time Commitment: 20-30 hours per week, with possible additional hours.
- Duration: Part-time, seasonal position (June through August)
  - Session #1: June 10 - 28\*
  - Session #2: July 22 - Aug 2

*\*No camp on June 19th in observance of Juneteenth.*

- Reports to: Artistic Learning Programs Manager
- Salary: \$17.50/hour
- Vaccination Policy: Cal Shakes is a fully vaccinated workplace. Full vaccination, including up to date booster dose(s), is required of all employees with accommodations made for sincerely held religious beliefs and medical exemptions.

**To apply:** Email your cover letter and resume to [learn@calshakes.org](mailto:learn@calshakes.org) with "2024 Conservatory Technical Coordinator application" in the subject line.

## **The Organization**

**Description:** With an outdoor main stage performance venue in Orinda and community programs throughout the Bay Area, Cal Shakes expands access to and relevance of the arts by fostering a participatory culture among a diversity of audiences, artists, and learners throughout the Bay Area.



California Shakespeare Theater has an inclusive work environment and actively embraces a diversity of people, ideas, talents, and experiences. We highly encourage people of color, individuals with disabilities, and other historically underrepresented groups in our community to apply.

**Mission:** Cal Shakes redefines the classical theater for the 21st Century, making works of extraordinary artistry that engage with our contemporary moment so we might learn about ourselves and each other in the fullness of our world.

**Equity, Diversity, and Inclusion Statement:** At Cal Shakes, we believe that equity is a practice. Our actions--both onstage and off--can have a positive social impact by exposing oppression, addressing historic injustices, and showing how power can be transformed and shared in different ways. We endeavor to dismantle systemic bias by actively including, reflecting, and creating opportunities for our diverse Bay Area communities. We recognize that this work is ongoing and often imperfect, but we are committed to facilitating respect for the many facets of the human experience.

California Shakespeare Theater is an equal opportunity employer. We have an inclusive work environment and actively embrace a diversity of people, ideas, talents and experiences. People of color are encouraged to apply.

For more information about Cal Shakes, please visit our website at <http://www.calshakes.org>

Thank you for your interest in joining the team at Cal Shakes!